

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I. Position Title: Accounting Clerk/Purchasing Assistant Revision Date: 04/07  
EEO Code: Administrative Support  
Status: Non-Exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Finance Director and the Purchasing Agent, performs general accounting clerk and purchasing duties.

### III. Essential Duties:

- Maintains master address data base on a timely, accurate and complete basis.
- Updates the master address file with new addresses, and data links as assigned.
- Provides revenue audit support services as assigned.
- Processes requisitions, purchase orders and change orders on a timely, accurate, complete basis and in compliance with City policies and ordinances.
- Maintains an accurate vendor list as well as positive and professional relationships with the City's vendors.
- Performs purchasing processes for department buyers, correcting and reporting non-compliant purchases.
- Provides customer service for walk in public and departmental employees.
- Acts as the back-up receptionist for Finance & Information Services.
- Maintains accurate records of PO numbers and Exhibit A requests.
- Maintains purchasing filing system.
- Processes purchasing mail on a daily basis.

#### IV. Marginal Duties:

- Assists in the development and maintenance of the surplus property program.
- Processes department daily mail when directed.
- Photocopy various documents.
- Performs other duties as assigned.
- Performs duties of the Purchasing Agent in his/her absence.
- Handles various, specifically assigned administrative duties as designated by the Finance Director or Purchasing Agent.

## V. Qualifications:

**Education:** High school diploma

**Probationary Period:** A one-year probationary period is a pre-requisite to this position.

**Experience:** Six months clerical and customer service experience required, typing at 40 wpm minimum.

**Knowledge of:** Telephone procedures and etiquette; correct English usage, spelling, and vocabulary; office methods, techniques and equipment; word and data processing equipment. Knowledge of governmental procedures preferred.

**Responsibility for:** Care, condition and use of materials, tools, and equipment; confidential information that must be handled with discretion.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public and City departments; constant contact with the public both on the phone and face-to-face; follow written and verbal instructions; communicate effectively verbally and in writing.

**Tool, Machine, Equipment Operation:** Requires regular use of a personal computer (spreadsheet and word processing), financial/purchasing software, 10-key, printer, copier, fax and telephone system.

**Analytical Ability:** Follow verbal and written instructions; prioritize tasks; establish effective working relationships with employees and the public; records management skills.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee is occasionally required to stand; walk; stoop; kneel; use hands to handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. May experience exposure to stressful situations as a result of human behavior and daily exposure to deadlines.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_